

# Pearson BTEC Level 3 Nationals Extended Diploma

**Window for supervised period:**

**Monday 29 April 2019 – Friday 17 May 2019**

Supervised hours: 8 hours

Paper Reference **20161K**

## Information Technology

### Unit 14: IT Service Delivery

**Part B**

**You must have:**

Outline\_Service\_Strategy.rtf

Define\_IT\_Services\_Catalogue.rtf

IT\_Service\_Management\_Implications.rtf

### Instructions

- You will need your research notes from **Part A** (maximum two A4 sides hard copy).
- **Part A** should be completed before attempting **Part B**.
- **Part B** contains material for the completion of the set task under supervised conditions.
- **Part B** should be taken at any time during the period of 3 weeks timetabled by Pearson.
- **Part B** is specific to each series and this material must be issued only to learners who have been entered to take the task in that series.
- **Part B** should be kept securely until the start of the 8-hour supervised assessment period.
- This booklet should not be returned to Pearson.
- Answer **all** activities

### Information

- The total mark for this paper is 68.

Turn over ►

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## Instructions to Teachers/Tutors and/or Invigilators

This paper must be read in conjunction with the unit information in the specification and the *BTEC Nationals Instructions for Conducting External Assessments (ICEA)* document. See the Pearson website for details.

Refer carefully to the instructions in this task booklet and the *Instructions for Conducting External Assessments (ICEA)* document to ensure that the assessment is supervised correctly.

The set task must be carried out under supervised conditions.

Electronic templates for activities 1, 2 and 5 are available on the website for centres to download for learner use.

The set task can be completed in more than one supervised session.

Learners can take a maximum of two sides hard copy individually prepared A4 research notes into **Part B** of the set task, as stated in **Part A**.

Learners must complete this task on a computer using the templates provided and appropriate software. All work must be saved as a PDF document for submission.

Learners must save their work regularly and ensure that all materials can be identified as their work.

Centres are free to arrange the supervised assessment period how they wish provided the 8 hours for producing final outcomes are under the level of control specified, and in accordance with the conduct procedures.

Teachers/tutors may clarify the wording that appears in this task but cannot provide any guidance in completion of the task.

Teachers/tutors and invigilators should note that they are responsible for maintaining security and for reporting issues to Pearson.

Learner notes will be retained securely by the centre after **Part B** and may be requested by Pearson if there is suspected malpractice.

### Maintaining Security

- Learners must not bring anything into the supervised environment or take anything out.
- Centres are responsible for putting in place appropriate checks to ensure that only permitted material is introduced into the supervised environment.
- Internet access is not permitted.
- Learner work must be regularly backed up. Learners should save their work to their folder using the naming instructions in each activity.
- During any permitted break, and at the end of the session, materials must be kept securely and no items removed from the supervised environment.
- Learners can only access their work under supervision.
- User areas must only be accessible to the individual learners and to named members of staff.
- Any materials being used by the learners must be collected at the end of each session, stored securely and handed back at the beginning of the next session.

## Outcomes for submission

Each learner must create a folder to submit their work. Each folder should be named according to the following naming convention:

**[Centre #]\_[Registration number #]\_[surname]\_[first letter of first name]**

Example: Joshua Smith with registration number F180542 at centre 12345 would have a folder titled

12345\_F180542\_Smith\_J

Each learner will need to submit 5 PDF documents, within their folder, using the file names listed.

**Activity 1:** activity1strategy\_[Registration number #]\_[surname]\_[first letter of first name]

**Activity 2:** activity2catalogue\_[Registration number #]\_[surname]\_[first letter of first name]

**Activity 3:** activity3solution\_[Registration number #]\_[surname]\_[first letter of first name]

**Activity 4:** activity4evaluation\_[Registration number #]\_[surname]\_[first letter of first name]

**Activity 5:** activity5implications\_[Registration number #]\_[surname]\_[first letter of first name]

An authentication sheet must be completed by each learner and submitted with the final outcomes.

The work should be submitted no later than 21 May 2019.

## Instructions for Learners

Read the set task brief carefully.

Plan your time carefully to allow for the preparation and completion of all the activities. Your centre will advise you of the timing for the supervised period.

Internet access is not allowed.

You will complete this set task under supervision and your work will be kept securely at all times.

You must work independently throughout the supervised assessment period and must not share your work with other learners.

Refer to any preparatory work from **Part A** to complete **Part B** set task. This material must be in a hard copy format.

### Outcomes for submission

You must create a folder to submit your work. Your folder should be named according to the following naming convention:

**[Centre #]\_[Registration number #]\_[surname]\_[first letter of first name]**

Example: Joshua Smith with registration number F180542 at centre 12345 would have a folder titled

12345\_F180542\_Smith\_J

You will need to submit 5 PDF documents, within your folder, using the file names listed.

**Activity 1:** activity1strategy\_[Registration number #]\_[surname]\_[first letter of first name]

**Activity 2:** activity2catalogue\_[Registration number #]\_[surname]\_[first letter of first name]

**Activity 3:** activity3solution\_[Registration number #]\_[surname]\_[first letter of first name]

**Activity 4:** activity4evaluation\_[Registration number #]\_[surname]\_[first letter of first name]

**Activity 5:** activity5implications\_[Registration number #]\_[surname]\_[first letter of first name]

You must complete an authentication sheet before you hand your work into your teacher/tutor.

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### Set Task Brief

Cinnamon Agricultural Services is based in Harrogate, Yorkshire, and employs 10 staff. Cinnamon Agricultural Services sells new and used machinery and it also offers servicing and repairs for all types of agricultural machinery both on-site and on customer premises. It also stocks a range of machinery parts.

It needs an efficient IT system to store and manage the information and data requirements of the organisation.

The current system was setup in 2015. There are six computers on-site, four in the office and two in the shop and the staff who have access to them include:

- Manager - 1 dedicated computer
- Office Manager - 1 dedicated computer
- Administration Assistants - 2 dedicated computers
- Shop Manager - 1 dedicated computer
- Shop Assistant - 1 dedicated computer.

Integrated management software is installed on each computer that includes:

- Parts control - invoicing, purchase and sales information
- Workshop control - new jobs, job allocation, job history reports
- Job costing - raising quotations, invoices
- Point of sale – recording sales, payments and stock control
- Accounting and payroll - managing debtors, creditors, cash flow and payroll
- Management reporting - creating and sending reports.

#### Office

The Manager, Office Manager and Administration Assistants each has access to a dedicated computer and a high quality printer/fax/scanner. Shop staff access the printer to produce customer receipts.

#### Shop

The Shop Manager and Shop Assistant use the two computers in the shop to order bespoke parts online directly from the supplier. They also order stock flagged up by the Integrated Management System.

An electronic card machine is used for customers to pay for parts and/or services.

There is a CCTV camera that monitors activity in the shop.

#### Workshop

There is a printer used to print job cards for mechanics, these are generated by office staff.

Cinnamon Agricultural Services is not a real organisation but is meant to be representative of this type of facility in the agricultural sales and servicing sector.

Cinnamon Agricultural Services	
Location	Harrogate
Number of staff - 10	Manager (1), Office Manager (1) Administration Assistants (2), Shop Manager (1), Shop Assistant (1) and mechanics (4)
Staff information	<p><b>Manager</b></p> <ul style="list-style-type: none"> <li>• Oversees the running of the organisation</li> <li>• Allocates all jobs to mechanics</li> <li>• Manages the IT system.</li> </ul> <p><b>Office Manager</b></p> <ul style="list-style-type: none"> <li>• Prepares invoices</li> <li>• Processes payroll</li> <li>• Manages purchase and sales ledger</li> <li>• Manages CCTV footage.</li> </ul> <p><b>Administration Assistants</b></p> <ul style="list-style-type: none"> <li>• Enter the purchase invoices onto the system</li> <li>• Carry out stock checks</li> <li>• Produce management reports.</li> </ul> <p><b>Shop Manager and Shop Assistant</b></p> <ul style="list-style-type: none"> <li>• Order stock online</li> <li>• Update social media sites</li> <li>• Manage shop sales.</li> </ul> <p><b>Mechanics</b></p> <ul style="list-style-type: none"> <li>• Complete jobs and update job cards</li> <li>• Update stock records for any parts used</li> <li>• Carry out jobs on customer premises.</li> </ul>

In the future Cinnamon Agricultural Services is looking to improve its systems by providing the following additional services:

- a GPS vehicle tracking system for Cinnamon Agricultural Services' vehicles
- mobile technology that will allow the manager to work remotely
- mobile job management software for mechanics when visiting customers' premises.

## Part B Set Task

**You must complete ALL activities within the set task.**

**Produce your documents using a computer.**

**Save your documents in your folder ready for submission using the formats and naming conventions indicated.**

Read the Set Task carefully before you begin and the hard copy notes of any preparatory work completed in **Part A**. Reading time is included in the overall assessment time.

You have been asked to design an IT service solution for Cinnamon Agricultural Services, by applying the IT service delivery life cycle. You should consider alternative solutions and the delivery implications these may have on the current and future needs of the organisation.

### **Activity 1: Outline IT service strategy**

Produce an outline IT service strategy using the template **Outline\_Service\_Strategy.rtf** for Cinnamon Agricultural Services' current and future needs.

Your service strategy should:

- identify Cinnamon Agricultural Services' IT service and/or process requirements
- prioritise the IT service and/or process requirements in relation to the needs of the organisation, employees and customers
- justify how you have prioritised the IT service and/or process requirements.

Save your completed service strategy as a PDF in your folder for submission as **activity1strategy\_[Registration number #]\_[surname]\_[first letter of first name]**

You are advised to spend 1 hour on this activity.

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**(Total for Activity 1 = 8 marks)**

### **Activity 2: IT service catalogue**

Produce an IT service catalogue by defining the individual IT services for the current and future IT requirements for each given function of the organisation. Use the template **Define\_IT\_Services\_Catalogue.rtf**

Save your completed IT service catalogue as a PDF in your folder for submission as **activity2catalogue\_[Registration number #]\_[surname]\_[first letter of first name]**

You are advised to spend 1 hour on this activity.

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**(Total for Activity 2 = 8 marks)**



### Activity 3: IT service delivery solution

Produce a design for an IT service delivery solution that will meet the current and future needs of Cinnamon Agricultural Services and its customers.

You should include:

- information requirements
- data requirements
- hardware and software service options
- managing infrastructure and users.

Your design evidence may contain a combination of written, tabular and annotated diagrammatic information and may consist of more than one document. There is no single preferred method of presenting this evidence.

Save your completed design as a PDF in your folder for submission as **activity3solution\_[Registration number #]\_[surname]\_[first letter of first name]**

You are advised to spend 3 hours on this activity.

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**(Total for Activity 3 = 20 marks)**

### Activity 4: Management report evaluating the solution

Produce a report that evaluates the appropriateness of the solution you designed in Activity 3 in relation to the current and future IT service delivery requirements of Cinnamon Agricultural Services.

It should include:

- an assessment of the appropriateness of your solution
- a comparison with alternative solutions that could be used
- a rationale for choosing your solution over the alternatives.

Save your completed management report as a PDF in your folder for submission as **activity4evaluation\_[Registration number #]\_[surname]\_[first letter of first name]**

You are advised to spend 1 hour and 30 minutes on this activity.

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**(Total for Activity 4 = 12 marks)**

### Activity 5: IT service management implications report

Produce a report using the template **IT\_Service\_Management\_Implications.rtf**

Analyse the IT service management implications for Cinnamon Agricultural Services of the solution you have designed.

Your report should cover the IT service management implications of the following areas:

- implementing your solution and delivering the organisation's services and products
- managing and supporting staff
- managing and supporting the organisation's clients
- managing the organisation's IT assets.

Think about how each area will be affected by:

- constraints, such as legal requirements, security issues, resource limitations
- changes in the organisation's aims, products and services.

Save your completed implications report as a PDF in your folder for submission as **activity5implications\_[Registration number #]\_[surname]\_[first letter of first name]**

You are advised to spend 1 hour and 30 minutes on this activity.

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**(Total for Activity 5 = 16 marks)**

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**(Total for technical language in Task = 4 marks)**

**TOTAL FOR TASK = 68 MARKS**